

AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT BARGAINING UNIT



HUMAN RESOURCES OFFICE
Washington National Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
09-266-ANG

Opening Date

6 November 2009

Position Title, Series & Grade

Base Services Specialist,
 GS-0301-09

PD Number:

80174000

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
 (3:30 IF TURNED IN AT 141 ARW REMOTE HRO) ON:**

4 December 2009

Location of Position:

141 ARW/FSS
 Spokane, WA

Baseline physical

**An employment physical may be required within 90 days of
 employment per OSHA regulation and NGB* *this physical will
 be used to determine fitness and eligibility for continued
 employment.**

Salary Range:

\$46,625 PA to \$60,612 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☒ **Area 1 – In-service Excepted:** All permanent Washington Air National Guard Excepted and Competitive bargaining unit civil service employees, and members with excepted technician re-employment rights to the Washington Air National Guard.

☒ **Area 2 – In-service Competitive:** All presently employed permanent competitive technicians, and members with competitive technician re-employment rights to the Washington Air National Guard.

☒ **Area 3 – In-state Excepted:** All participating members of the Washington Air and/or Army National Guard, including in-service technicians that are not covered by the bargaining unit, and indefinite employees.

☐ **Area 4 – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Air and/or Army National Guard.

CURRENT BARGAINING UNIT STATUS

☒ **Bargaining Unit**

☐ Non-Bargaining Unit

Appointment Factors:

☐ Officer ☒ **Enlisted** ☐ Warrant Officer

☐ NDS (Competitive)

☐ Permanent ☒ **Indefinite*** ☐ Temporary

***This is an obligated position (current occupant is on a Military Tour). If an individual employed in the excepted civil service accepts this position, he/she will receive an indefinite appointment. If a Reduction-In-Force occurs and/or the military tour member reclaims this position, the indefinite appointee will have no reemployment rights to his/her former position or any other position. If the military tour member, having reemployment rights to this position, does not exercise his/her rights within 5 years, and funding level and employee manning levels permit, incumbent may be converted to permanent technician status without further competition.**

Military Assignment & Grade Requirements	
AFSC: 3M0X1 ****Applicants must currently possess 3M0X1 AFSC.	Military Grade Available: SMSgt Please note: Grade Inversion <u>will not be permitted</u> TPR 300 (302.7, change 8 para c)
Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized <input type="checkbox"/> PCS expenses are authorized <input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
Minimum Requirements for Consideration	
General Experience: Administrative or clerical experience, education, or training which provided a general knowledge of the principles of organization, management, and administration.	
Specialized Experience: Must have 24 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.	
Other Requirements: Must have or be able to acquire a Secret security clearance.	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
Element I – Ability to plan, organize, and develop unit training.	
Element II – Ability to provide budget estimates for parts, supplies and equipment.	
Element III – Ability to maintain custodial responsibility of U.S. Government supplies and FSRT equipment.	
Element IV – Ability to communicate effectively with all levels of command both orally and in writing.	
Element V - Ability to research and communicate with Federal, State and local governments to develop/enhance working relationships and training.	
Element VI – Demonstrated ability to performing as a self starter and capable of accomplishing multiple tasks simultaneously and meeting deadlines. Must be highly self-motivated, well organized, and creative and work with minimal supervision.	
SUMMARY OF DUTIES	
<p>This position is located in the Services Flight at an ANG Wing/Group Flying Unit. Its purpose is to manage the Prime Readiness in Base Services (Prime RIBS) and base Services (SV) activities. The incumbent ensures combat readiness is achieved through the development and implementation of effective unit programs in Services, training and administration. Provides technical guidance and recommendations to the commander on a regular basis regarding Services programs. Reviews incoming plans for tasking and impact on Services activities, and prepares plan summaries for staff review when necessary. Prepares and reviews annexes to operations, plans, and orders as they pertain to services [i.e., Base Support Plans (BSPs), Joint Support Plans (JSPs), and Air Base Operability]. Provides guidance and defines requirements for RIBS combat support during contingency operations and conventional regional conflicts in accordance with the War Mobilization Plan (WMP). Manages Unit Manning Document (UMD) force structure to ensure that Services Status of Resources and Training System (SORTS) requirements are identified and filled. Develops directives, plans, and programs relative to services of MAJCOM gained resources. Serves as the continual day-to-day point of contact at the Services unit for the senior commander. Plans and programs unit deployments to include manpower, transportation, deployment dates, facilities, communications, equipment/vehicles, formal training quotas, and grade waivers. Prepares and manages a comprehensive annual budget for training, equipment and supplies, including but not limited to Operations and Maintenance (O&M) funds, Military Personnel (MILPERS) funds, and Subsistence Budget. Manages the unit mobility program. Manages and ensures effective accomplishment of all services administrative functions. Establishes guidelines and sets policy for unit lodging requirements. Manages Blanket Purchase Agreements (BPAs) with host base lodging and contract hotels. Manages the base Mortuary Affairs Program. Performs other related duties as assigned.</p>	

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, with original signature or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**
3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835